

# BERMITE

Bermite Division  
Whittaker Corporation  
22116 West Soledad Canyon Road  
Saugus, California 91350  
805/259-2241 213/629-1403  
TWX 910-336-1117

**Whittaker**

January 8, 1986

Mr. Harry Sneh  
Facility Permitting Unit  
Southern California Section  
Toxic Substances Control Division  
Department of Health Services  
Room 7011  
107 South Broadway  
Los Angeles, California 90012



Re: Bermite Division of **Whittaker Corporation**  
("Bermite"); Additional Information Regarding  
Closure of Surface Impoundments

Dear Mr. Sneh:

Following the submittal of our letter dated November 20, 1985 to you providing additional information regarding the closure of Bermite's two surface storage impoundments in 1983, Roy Thielking raised certain questions and requested additional information in a telephone conversation with Steve Jones, counsel for Bermite. This letter responds to Mr. Thielking's questions and provides the additional information requested by him.

Mr. Thielking indicated to Mr. Jones that the information Bermite submitted in connection with the closure of Impoundment 342 (the Red Phosphorus Impoundment) was adequate, and that there did not appear to be any contamination remaining at the site which would require further efforts by Bermite. Mr. Thielking's questions related to the other surface impoundment, Impoundment 317, which was closed in late March 1983 and which had been used to hold residue from a rocket motor washout operation, consisting primarily of ammonium perchlorate and a commercial stripping solvent, Oakite Stripper 156. (See our letter to you dated November 20, 1985, page 6.)

*Permitting E*

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The questions raised by Mr. Thielking regarding Impoundment 317, and our responses to each, are set forth below:

1. What material was the liner in Impoundment 317 made of?

According to our records and conversations I have had with Bermite employees who were involved with the construction, maintenance or closure of Impoundment 317, the liner was made of a vinyl, PVC type material manufactured by FlexiLiner Corporation, 44 South Raymond Avenue, Pasadena, California 91107 ((213) 796-3177).

2. What was the concentration of the solvents and other waste materials stored in Impoundment 317?

Based upon conversations I have had with Bermite employees who were involved in the storage of materials in Impoundment 317, and as confirmed by our review of the manifests prepared for the transport and disposal of wastes during 1983, very dilute concentrations were stored in the impoundment. The manifests consistently identify the following as the constituents and concentrations of the impoundment's wastes:

(a) Ammonium Perchlorate and water	.5-.1%
(b) Methylene Chloride	.4-.5% or .3-.4%

Several of the manifests note, in the discrepancy section, that the methylene chloride constituted less than 1/2% or "trace" amounts of the waste. This confirms the recollection of Bermite employees that the wastes stored in Impoundment 317 were extremely dilute.

3. Was the sample taken at Impoundment 317 upon closure (see our letter to you dated November 20, 1985) taken as measured from below the liner or from below the level of the grade?

The sample was taken at approximately 10 to 11 feet below the level of the liner. As indicated in our November 20 letter, testing was done at this depth because Bermite

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was aware of the potential for migration of the types of wastes stored in the impoundment, and intended to confirm that no such migration or contamination had occurred. Following removal of the liner, a backhoe was used to dig down to first moist soil, which was approximately 10 to 11 feet below the level of the liner.

4. What kind of grading was done at Impoundment 317 following closure?

The existing storage tank facility, which was constructed in late 1983 and early 1984 to replace the surface impoundments closed by Bermite, was constructed almost directly over the site of closed Impoundment 317. The Bermite employees with whom I have spoken recall that significant grading was done, including the removal and compaction of fill, to prepare the area for the concrete pad on which the tanks rest. A soil engineering report was prepared for the proposed tank complex by Foundation Engineering Company, Inc., dated August 3, 1983. A copy of this report is enclosed for your information. The grading that was done, however, was done seven or eight months after the soil sampling and analysis was completed.

5. How far is the site on which Impoundment 317 was located from the well located on the property?

The distance from the 317 Impoundment site to the company water supply well is approximately 7200'.

The well is located at an elevation of 1208.7 feet. Impoundment 317 was located at an elevation of 1528.4 feet, for a difference in elevation of 319.7 feet.

We trust the foregoing answers your questions and gives you the additional information you need. Please feel free to call me if you have any questions. After you have had a chance to review this letter, we would appreciate the opportunity to meet with you and Mr. Thielking to respond to any further questions and to determine what needs to be done to complete formal closure of these impoundments.

Very truly yours,



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Thomas J. Bloom  
Director of Environmental  
Affairs

enclosure: Soil Engineering  
Report

EMERGENCY AND DISASTER PLAN  
FOR  
BERMITE DIVISION  
WHITTAKER CORPORATION

REVISED APRIL 1985

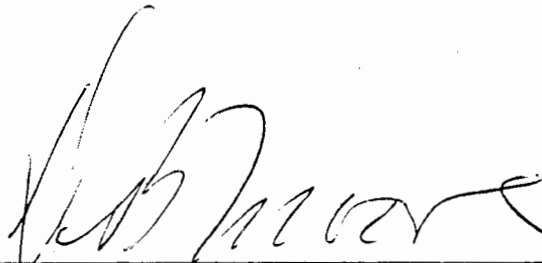
(NOTE: THIS PLAN ALSO APPLIES TO HAZARDOUS WASTE SPILLS AND IS  
DESIGNED TO COMPLY WITH RESOURCE CONSERVATION AND RECOVERY ACT  
OF 1976)

## INTRODUCTORY NOTE

ALL FACILITY DIRECTORS, MANAGERS, SUPERINTENDENTS AND SUPERVISORS SHOULD FAMILIARIZE THEMSELVES WITH THE FOLLOWING PROCEDURES. IT IS THEIR RESPONSIBILITY TO DETERMINE THAT THEIR PERSONNEL ARE AWARE OF THESE PROCEDURES. IT IS THE RESPONSIBILITY OF THE MANAGER OF SAFETY AND SECURITY TO DETERMINE THAT ALL RESPONSIBLE PARTIES ARE AWARE OF THEIR RESPONSIBILITIES. EMERGENCIES FOR WHICH MANAGEMENT AND SUPERVISORY PERSONNEL SHOULD BE PREPARED ARE:

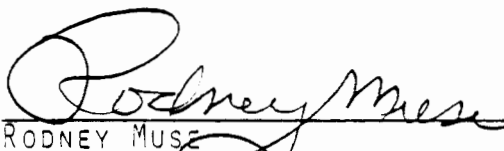
1. EXPLOSION AND/OR FIRE
2. HAZARDOUS MATERIAL SPILLS
3. BOMB THREATS
4. ACTS OF GOD, SUCH AS EARTHQUAKE, FLOODING,  
WIND DAMAGE, ETC.
5. CIVIL DISTURBANCE

THE PURPOSE OF THE PROCEDURES CONTAINED IN THIS MANUAL ARE TO PREVENT PANIC, SAVE LIVES AND KEEP PROPERTY DAMAGE TO A MINIMUM. FAMILIARITY WITH THESE PROCEDURES WILL, BASED ON EXPERIENCE, GO A LONG WAY TOWARDS AVOIDING THE TYPE OF CONFUSION WHICH ATTENDS A NATURAL OR MAN-MADE CALAMITY. COMMON SENSE, BACKED UP BY A GENERAL IDEA OF WHAT TO DO IN A GIVEN SITUATION IS A NECESSITY DURING ANY EMERGENCY AND/OR DISASTER.



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D. B. MOORE  
PRESIDENT



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RODNEY MUSE  
VICE PRESIDENT OF HUMAN RESOURCES



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V. J. BLOOM  
DIRECTOR, SECURITY, HEALTH AND SAFETY

## RELEASE OF INFORMATION

BERMITE DIVISION OF WHITTAKER CORPORATION IS ACTIVELY ENGAGED IN DEFENSE PROGRAMS VITAL TO THE DEFENSE OF OUR NATION. THEREFORE, ONLY THE PRESIDENT OR HIS DESIGNATED REPRESENTATIVE SHALL MAKE STATEMENTS CONCERNING UNUSUAL ACTIVITY AT THIS FACILITY TO THE NEWS MEDIA OR EMERGENCY RESPONSE AGENCIES.

IT IS IMPERATIVE THAT ALL EMPLOYEES COMPLY WITH THE ABOVE POLICY WHEN QUESTIONED BY THE NEWS MEDIA OR OTHER AGENCIES. ADVISE THEM TO CONTACT THE PRESIDENT'S OFFICE.

EMPLOYEES PROVIDING UNAUTHORIZED STATEMENTS TO THE NEWS MEDIA OR OTHER AGENCIES MAY BE SUBJECT TO DISCIPLINARY ACTION, WHICH MAY BE CAUSE FOR TERMINATION.

INFORMATION REQUIRED BY FIRE FIGHTING PERSONNEL SUCH AS TYPES OF HAZARDOUS MATERIAL, TOXICITY AND OTHER SAFETY INFORMATION MUST BE PROVIDED.

HOWEVER, EXACT TYPES AND QUANTITIES OF MATERIALS AND DOLLAR VALUE LOSS RESULTING FROM AN ACCIDENT OR INCIDENT MUST BE PROVIDED BY THE PRESIDENT OR HIS DESIGNATED REPRESENTATIVE.

## EMERGENCY NOTIFICATION

### I NORMAL WORKING HOURS

DIAL 333 AND GIVE THE FOLLOWING INFORMATION:

A. TYPE OF EMERGENCY

EXAMPLE: FIRE OR EXPLOSION

B. LOCATION

1. BUILDING NUMBER AND NAME OF BUILDING

EXAMPLE: BUILDING 338, FLARE PRESS

C. ADVISE IF MEDICAL ASSISTANCE IS NEEDED

D. DO NOT HANG UP. STAY ON THE LINE FOR AS LONG AS POSSIBLE  
UNLESS YOU ARE IN IMMEDIATE DANGER

### II PERSONNEL NOTIFICATION

A. SAFETY DEPARTMENT WILL RESPOND TO THE INCIDENT SITE AND  
IF NECESSARY, ISSUE A CODE #33.

B. BASE #3 WILL MAKE NOTIFICATION TO OUTSIDE AGENCIES FOR  
ASSISTANCE UPON REQUEST FROM THE SAFETY DEPARTMENT.

### III AFTER NORMAL WORKING HOURS

FIRE DEPARTMENT	259-2111
SHERIFF'S DEPARTMENT	255-1121

STAFF MEMBERS

TOM BLOOM	(805) 251-8758
CLIFF SALIN	(805) 251-3098
GARY PARSONS	(805) 259-5355
JOHN PIERSON	(805) 252-4597
RODNEY MUSE	(805) 259-6012
WALLY PFLUG	(805) 259-7132

THE SENIOR COMPANY REPRESENTATIVE ON THE SCENE WILL CONTACT THE PRESIDENT AND ADVISE OF THE SITUATION WHEN THE FACTS OF THE INCIDENT ARE KNOWN. THE FIRST REPRESENTATIVE OF THE SAFETY AND SECURITY DEPARTMENT UPON ARRIVAL AT THE FACILITY SHALL:

- A. APPRAISE THE SITUATION
- B. DETERMINE THE COURSE OF ACTION TO BE FOLLOWED
- C. IMPLEMENT THE APPROPRIATE ACTION PLAN
- D. DIRECT RECALL OF REQUIRED PERSONNEL, MAINTENANCE, ETC.
- E. NOTIFY COMPANY OFFICERS AND PROVIDE A SUMMARY OF THE SITUATION.

## EXPLOSION AND/OR FIRE PROCEDURES

### A. REPORTING

IMPLEMENT NOTIFICATION PROCEDURES AS OUTLINED IN THE EMERGENCY NOTIFICATION LIST.

### B. SAFETY AND SECURITY DEPARTMENT

1. UPON NOTIFICATION OF AN EXPLOSION, FIRE OR HAZARDOUS WASTE SPILL ON THE PREMISES, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

- A. MOBILS #3, 4, 5 AND 6 WILL BE NOTIFIED TO RESPOND TO SCENE OF THE EXPLOSION/FIRE.

USE CODE 10-100E FOR EXPLOSION	} <u>USE RADIO CODE ONLY</u> DO NOT TRANSMIT THE WORD FIRE, EX- PLOSION OR SPILL.
USE CODE 10-100F FOR FIRE	
USE CODE 10-99 FOR EXPLOSIVE SPILL	
USE CODE 10-98 FOR CHEMICAL SPILL	

- B. BASE #3, PRODUCTION CONTROL, WILL BECOME THE RADIO OPERATIONS CENTER AND WILL BE CONSIDERED UNDER THE CONTROL OF THE SAFETY AND SECURITY DEPARTMENT.
- C. SHOULD BASE #3 NOT BE OPERATIONAL, BASE RADIO #1, MAIN GATE WILL BECOME THE OPERATIONS CENTER.
- D. THE SAFETY REPRESENTATIVE RECEIVING NOTIFICATION WILL EVALUATE THE SITUATION UPON ARRIVAL AND WILL, IF THE SITUATION WARRANTS IT, ISSUE A CODE #33 BY RADIO (ONLY THE SAFETY DEPARTMENT PERSONNEL OR THE VICE PRESIDENT OF HUMAN RESOURCES ARE AUTHORIZED TO ISSUE A CODE 33.) UPON ISSUANCE OF A CODE 33, ALL RADIO TRANSMISSION WILL CEASE EXCEPT THOSE IN RESPONSE TO OR DIRECTED BY SAFETY PERSONNEL.
- E. UPON ARRIVAL AT THE INCIDENT SITE, SAFETY PERSONNEL WILL ASSUME OPERATIONAL CONTROL AND ARE RESPONSIBLE FOR DIRECTING FIRE FIGHTING AND RESCUE OPERATIONS. BERMITE PERSONNEL ARE DIRECTED TO COMPLY WITH INSTRUCTIONS BY THE SAFETY PERSONNEL UNTIL THE CODE 33 HAS BEEN CANCELLED.

REFUSAL TO ABIDE BY DIRECTION FROM THE SAFETY STAFF WILL BE CAUSE FOR TERMINATION.

1. THE SAFETY STAFF MAY DIRECT PERSONNEL TO ASSIST IN NON-HAZARDOUS CONTROL ACTIVITIES.
2. THE EMERGENCY RESPONSE TEAM, DURING A CODE 33 SITUATION, WILL TAKE THEIR DIRECTION FROM THE SAFETY STAFF.
3. EMPLOYEES NOT INVOLVED IN EMERGENCY ACTIONS AT



THE INCIDENT SITE MUST STAY CLEAR OF THE AREA. EFFORT TO CONTROL THE SITUATION IS HAMPERED BY NONESSENTIAL PERSONNEL AND THE POTENTIAL FOR SECONDARY EXPLOSIONS COULD CAUSE ADDITIONAL INJURY OR FATALITIES.

UPON ARRIVAL OF OFF PLANT FIRE FIGHTING ASSISTANCE, FIRE CHIEF WILL BE PROVIDED WITH THE REQUIRED SAFETY DISTANCE AND TYPES OF MATERIALS INVOLVED IN THE INCIDENT. FIRE FIGHTING AND RESCUE EFFORT RESPONSIBILITIES WILL THEN BE RELEASED BY THE BERMITE SAFETY STAFF TO THE FIRE CHIEF IN CHARGE. THE SAFETY STAFF WILL STAND BY TO OFFER TECHNICAL ASSISTANCE AS REQUIRED.

- F. THE OCCUPATIONAL HEALTH NURSE WILL STAND BY AT THE MEDICAL FACILITY TO ACCEPT INJURED PERSONNEL OR RESPOND TO THE INCIDENT SITE UPON REQUEST FOR MEDICAL ASSISTANCE FROM THE SAFETY STAFF.

INJURED PERSONNEL SHOULD NOT BE TRANSPORTED IF SUCH TRANSPORT WILL INCREASE EXTENT OF INJURY - MEDICAL ASSISTANCE MUST BE PROVIDED TO STABILIZE THE PATIENT PRIOR TO TRANSPORT.

- G. SECURITY: THE GUARD AT THE MAIN GATE WILL TAKE IMMEDIATE ACTION TO CLEAR THE ENTRANCE AND DRIVEWAYS OF ALL TRAFFIC UNTIL NOTIFIED THE CODE 33 IS CANCELLED.

1. DURING THE CODE 33 ONLY EMERGENCY VEHICLES WILL BE ALLOWED ACCESS TO THE PLANT; FIRE, MEDICAL, SHERIFF.
2. NORMALLY, SHERIFF DEPARTMENT PERSONNEL WILL ONLY BE ALLOWED ACCESS TO THE FACILITY UPON REQUEST FROM THE SAFETY STAFF. ASSISTANCE WOULD BE REQUIRED FOR TRAFFIC AND CROWD CONTROL NEAR THE PLANT ENTRANCE IF NEEDED. THE SAFETY AND SECURITY OFFICE WOULD BE MADE AVAILABLE TO THE SHERIFF DEPARTMENT FOR A COMMAND CENTER.
3. INQUIRIES FROM THE NEWS MEDIA, OTHER AGENCIES OR PERSONS ARE TO BE REFERRED TO THE OFFICE OF THE PRESIDENT OR, IN HIS ABSENCE, TO HIS DESIGNATED REPRESENTATIVE. SEE RELEASE OF INFORMATION.
4. NO ONE, DURING A CODE 33, IS TO BE ALLOWED TO USE THE TELEPHONES IN THE GUARD HOUSE, WITH THE EXCEPTION OF "EMERGENCY PERSONNEL".
5. ALL NON EMERGENCY FOOT AND VEHICLE TRAFFIC IS TO BE PROHIBITED FROM ENTERING THE PLANT.

C. BASE 3 OR BASE 1 RADIO PROCEDURES

(IF BASE 3 IS NOT OPERATIONAL, BASE 1 MAIN GATE WILL BECOME THE OPERATIONS CENTER.)

1. UPON RECEIPT OF A CODE 33, BASE 3 WILL ANNOUNCE OVER THE RADIO:

THIS IS A CODE 33 ALERT. ALL RADIO MESSAGES ARE TO BE DISCONTINUED EXCEPT FOR EMERGENCY TRANSMISSIONS.

2. CODE 33 - MEANS ONLY MESSAGES FROM OR IN RESPONSE TO REQUESTS OF THE SAFETY AND SECURITY DEPARTMENT ARE TO BE TRANSMITTED.

A. NOTIFY THE EMERGENCY RESPONSE TEAM (ERT) OF THE INCIDENT AND LOCATION FOR IMMEDIATE RESPONSE.

3. CALL FIRE, MEDICAL OR SHERIFF PER REQUEST BY THE SAFETY STAFF.

A. IF FIRE DEPARTMENT ASSISTANCE IS REQUESTED BY THE SAFETY STAFF, CALL 259-2111 AND PROVIDE THE FOLLOWING INFORMATION:

NAME OF COMPANY: BERMITE  
TYPE OF EMERGENCY: FIRE/EXPLOSION, ETC.  
ADDRESS: 22116 W. SOLEDAD CANYON RD.  
PHONE NUMBER: 259-2241

ADVISE IF MEDICAL ASSISTANCE IS REQUIRED.

DO NOT HANG UP - REQUEST IF THE DISPATCHER REQUIRES OTHER INFORMATION.

B. ADVISE SAFETY STAFF - ASSISTANCE HAS BEEN REQUESTED

4. BASE 3 OPERATOR WILL RELAY ALL REQUESTS FOR IN-PLANT ASSISTANCE TO THE APPROPRIATE DEPARTMENT AS REQUESTED BY THE SAFETY STAFF.

## EMERGENCY RESPONSE TEAM

### A. NOTIFICATION

1. BASE RADIO WILL, UPON INITIATING A CODE 33, IMMEDIATELY DISPATCH THE EMERGENCY RESPONSE TEAM TO THE DISASTER SCENE.
2. THE ERT WILL RESPOND IMMEDIATELY TO THE INCIDENT SCENE AT A SAFE SPEED OF TRAVEL.
3. THE MEMBERS OF THE TEAM SHALL COME UNDER THE OPERATIONAL CONTROL OF THE SAFETY AND SECURITY DEPARTMENT AT THE INCIDENT SCENE.
4. MEMBERS OF THE EMERGENCY RESPONSE TEAM ARE TO BE PRE-DESIGNATED EMPLOYEES IN THE MACHINE SHOP.

### B. TRAINING

1. TEAM MEMBERS SHALL BE TRAINED IN THE FOLLOWING BY THE SAFETY AND SECURITY DEPARTMENT:
  - A. FIRE FIGHTING
  - B. RESCUE
  - C. CHEMICAL SPILLS
  - D. FIRST AID - TRAINING WILL BE PROVIDED BY THE OCCUPATIONAL HEALTH NURSE.

### C. SUPPORT SERVICES

1. MAINTENANCE: ALL MAINTENANCE PERSONNEL WILL IMMEDIATELY COME UNDER THE DIRECT CONTROL OF THE SAFETY AND SECURITY DEPARTMENT.
2. MAINTENANCE WILL SEND SUCH MATERIAL AND EMPLOYEES TO THE SCENE OF THE DISASTER AS ARE REQUESTED BY MEMBERS OF THE SAFETY AND SECURITY DEPARTMENT.
3. THE VICE PRESIDENT OF MANUFACTURING WILL:
  - A. SEND ONE OF HIS STAFF TO THE MAIN GATE TO ASSIST IN THE CONTROL OF TRAFFIC.
  - B. SEND TWO PERSONNEL, ONE TO EITHER END OF THE UNDERPASS TO STOP ALL BUT EMERGENCY TRAFFIC FROM USING THE UNDERPASS.
  - C. DIRECT EMERGENCY VEHICLES TO THE INCIDENT SITE.

## BOMB THREAT PROCEDURE

A. THESE INSTRUCTINS SHOULD BE FAMILIAR TO ALL PERSONNEL WHO, IN THE COURSE OF THEIR DUTIES, MIGHT RECEIVE A BOMB THREAT COMMUNICATION. THE FOLLOWING INSTRUCTIONS SHOULD BE FOLLOWED:

1. ON RECEIPT OF A BOMB THREAT COMMUNICATION (USUALLY A PHONE CALL) DURING WORKING HOURS, THE RECIPIENT WILL IMMEDIATELY NOTIFY THE SAFETY AND SECURITY DEPARTMENT AT EXTENSION 227. IF NO ANSWER, NOTIFY BASE 3 AT EXTENSION 278. BASE 3 SHALL THEN NOTIFY SAFETY BY RADIO USING CODE 10-100B. DO NOT TRANSMIT IN THE CLEAR.

NOTIFY THE BELOW LISTED PERSONNEL IN THE FOLLOWING ORDER:

- A. DIRECTOR, SECURITY, HEALTH AND SAFETY
- B. THE VICE PRESIDENT OF HUMAN RESOURCES
- C. THE PRESIDENT
- D. THE VICE PRESIDENT OF OPERATIONS

TELL EACH OF THE INDIVIDUALS LISTED ABOVE THE NAMES OF PEOPLE YOU HAVE ALREADY CONTACTED. IN THE EVENT THAT NONE OF THESE PEOPLE ARE AVAILABLE, THE RECIPIENT SHOULD NOTIFY THE VICE PRESIDENT OF MANUFACTURING. IN NO INSTANCE SHOULD ANY OTHER PERSON BE ADVISED OF THE THREAT.

2. ON SWING OR GRAVEYARD SHIFTS, OR HOLIDAYS, IMMEDIATELY FOLLOWING RECEIPT OF BOMB THREAT, THE DIRECTOR OF SECURITY, HEALTH AND SAFETY SHOULD BE CALLED AT HOME WITH SUBSEQUENT CALLS TO ALL MEMBERS OF THE SAFETY AND SECURITY DEPARTMENT. THE COMPANY REPRESENTATIVES LISTED BELOW SHOULD BE CALLED AT HOME IN THE FOLLOWING ORDER:
  - A. VICE PRESIDENT OF HUMAN RESOURCES
  - B. THE PRESIDENT
  - C. THE VICE PRESIDENT OF OPERATIONS
  - D. THE VICE PRESIDENT OF MANUFACTURING
3. NOTIFICATION OF THE SHERIFF, THE FIRE DEPARTMENT AND ADDITIONAL COMPANY PERSONNEL IS THE SOLE RESPONSIBILITY OF THE AFOREMENTIONED OFFICIALS. (IF UNABLE TO CONTACT ANY OF THE ABOVE MANAGEMENT, THE BOMB THREAT RECIPIENT IS AUTHORIZED TO CALL THE POLICE AND FIRE DEPARTMENTS DIRECTLY. HOWEVER, EVERY EFFORT SHOULD BE MADE TO CONTINUE TO TRY TO REACH COMPANY MANAGEMENT. DO NOT WAIT LONGER THAN 30 MINUTES.)
4. NO OTHER ACTION SHOULD BE TAKEN BY THE RECIPIENTS OF BOMB THREAT CALLS NOR SHOULD THERE BE ANY DISCUSSION CONCERNING THE MATTER WITH OTHER PERSONS. RELEASE NO INFORMATION CONCERNING THE ABOVE TO MEMBERS OF THE PRESS, TELEVISION OR NEWS MEDIA. SEE RELEASE OF INFORMATION.

B. PROCEDURES TO FOLLOW WHEN A BOMB THREAT IS RECEIVED:

THE PERSON RECEIVING THE CALL SHOULD:

1. TRY TO RECORD THE EXACT MESSAGE BY WRITING DOWN THE KEY WORDS AND FILLING IN THE BLANKS LATER.
2. ASK THE CALLER TO REPEAT THE MESSAGE.
3. KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.
4. IF THE CALLER DOES NOT INDICATE THE LOCATION OF THE BOMB, OR THE TIME OF POSSIBLE DETONATION, ASK THE CALLER FOR THIS INFORMATION. THERE HAVE BEEN NUMEROUS INSTANCES RECORDED WHERE THE CALLER HAS ACTUALLY PROVIDED THE QUESTIONER WITH THE GENERAL OR EXACT LOCATION OF THE BOMB WHEN ASKED SUCH A QUESTION.
5. ASK THE PERSON MAKING THE BOMB THREAT FOR HIS OR HER NAME. (CALLERS HAVE BEEN CAUGHT OFF GUARD AND HAVE GIVEN THEIR NAMES.)
6. TO BE ABLE TO FILL IN THE ATTACHED CHECK LIST: PAY PARTICULAR ATTENTION FOR ANY STRANGE OR PECULIAR BACKGROUND NOISES, SUCH AS STREET TRAFFIC, MUSIC, CHILDREN'S VOICES, OR ANY OTHER NOISE WHICH MIGHT GIVE EVEN A REMOTE CLUE AS TO THE PLACE FROM WHICH THE CALL IS BEING MADE.
7. LISTEN CLOSELY TO THE VOICE (MALE-FEMALE), VOICE QUALITY, ACCENTS AND SPEECH IMPEDIMENTS.
8. WHEN THE CALL IS COMPLETED, IMMEDIATELY REPORT THE CALL AS INDICATED IN A.1 AND A.2.
9. FILL IN THE CHECK LIST WHILE EVERYTHING IS FRESH IN YOUR MIND. THE RESPONSIBLE AUTHORITY (SEE A.1 AND A.2) SHOULD THEN CALL:

- A. THE SHERIFF'S DEPARTMENT AT 255-1121
- B. THE FIRE DEPARTMENT AT 259-2111

PROVIDE THE SHERIFF AND FIRE DEPARTMENTS WITH THE FOLLOWING INFORMATION:

- A. THE COMPANY NAME AND ADDRESS
- B. TIME THE BOMB THREAT WAS RECEIVED
- C. TIME THE BOMB WILL DETONATE IF KNOWN
- D. YOUR NAME AND TELEPHONE NUMBER

(NOTE: AS A MATTER OF COURSE, THE BOMB SQUAD IS CALLED AFTER THE SHERIFF'S DEPARTMENT PERSONNEL ARRIVE ON THE SCENE AND A BOMB IS ACTUALLY LOCATED, NOT BEFORE.)

E. IF AN ACTUAL BOMB EXPLOSION OCCURS:

1. THE VICE PRESIDENT OF HUMAN RESOURCES SHOULD BE NOTIFIED IMMEDIATELY. IF THE VICE PRESIDENT OF HUMAN RESOURCES IS ABSENT, CONTACT IN SUCCESSIVE ORDER, THE DIRECTOR OF SECURITY, HEALTH AND SAFETY, THE SENIOR SAFETY OFFICER. HE SHOULD THEN:
  - A. NOTIFY THE LOCAL LAW ENFORCEMENT AND FIRE DEPARTMENTS TO STAND BY.
  - B. ENSURE THAT THE AREA IS CLEARED AND ANY INJURED PERSONNEL IN AREAS OF IMMEDIATE DANGER ARE MOVED TO A SAFE AREA.
  - C. ATTEMPT TO PREVENT THE SPREAD OF FIRE BY UTILIZING APPROPRIATE FIRE SUPPRESSION METHODS.
  - D. RECALL, IF INDICATED, THE EVACUATED EMPLOYEES AFTER THE AREA IS PRONOUNCED SAFE BY THE LAW ENFORCEMENT OFFICER IN CHARGE AND APPROPRIATE BUILDING AND SAFETY OFFICIALS.
  - E. THE BOMB THREAT REPORT FORM MUST BE COMPLETED WHETHER THE CALL HAD BEEN DETERMINED TO BE AN ACTUAL OR HOAX.

C. SEARCH AND EVACUATION

1. SEARCH AND EVACUATION WILL BE INITIATED AT THE DISCRETION OF THE DIRECTOR, SECURITY, HEALTH AND SAFETY IN CONJUNCTION WITH THE HIGHEST RANKING COMPANY OFFICIAL AT THE FACILITY, ACTING IN HIS CAPACITY AS A DECISION MAKER. THE EXTENT OF THE SEARCH WILL BE DETERMINED AFTER CONFERRING WITH THE LOCAL LAW ENFORCEMENT AGENCY OFFICERS UPON THEIR ARRIVAL AT THE SCENE.
2. SUBJECT TO ADVICE FROM LAW ENFORCEMENT OR FIRE OFFICIALS, AND WITHIN COMPANY GUIDELINES, THE EVACUATION DECISION MUST BE BASED ON THE ASSESSMENT OF INFORMATION AVAILABLE ABOUT THE THREAT, CONFIDENCE IN THE FACILITY'S SECURITY PLAN AND SEARCH PROCEDURES, AND ULTIMATELY ON MANAGEMENT'S CONCLUSION AS TO WHETHER THE THREAT IS REAL OR A HOAX. GUIDELINES FOR THE EXTENT OF EVACUATION (AREAS, TIME, ETC.):
  - A. DETAIL OF LOCATION, TIME, ETC., IN THE THREAT.
  - B. WHETHER BOMB OR SUSPICIOUS OBJECTS HAVE BEEN LOCATED.
  - C. IF KNOWN UNAUTHORIZED ACCESS HAS BEEN GAINED TO THE FACILITY BY A POTENTIALLY DANGEROUS INDIVIDUAL.
  - D. WHICH AREAS WITHIN THE FACILITY AND WHICH EMPLOYEES COULD BE IN IMMINENT DANGER.

D. WHEN A BOMB OR SUSPECTED BOMB IS DISCOVERED

1. PERSON FINDING THE BOMB OR SUSPECTED BOMB SHOULD:
  - A. LEAVE THE VICINITY OF THE BOMB (OR SUSPECTED BOMB) WITHOUT TOUCHING OR MOVING IT OR ANYTHING ATTACHED TO IT.
  - B. IMMEDIATELY NOTIFY THE SUPERVISOR WHO IS IN CHARGE OF THE FACILITY OR AREA AND/OR THE SAFETY AND SECURITY DEPARTMENT.
2. THE PERSON SUPERVISING THE FACILITY OR AREA SHOULD:
  - A. EVACUATE PERSONNEL FROM THE DANGER AREA TO A PREDESIGNATED SAFE AREA.
  - B. NOTIFY THE SAFETY AND SECURITY DEPARTMENT.
  - C. PREVENT UNAUTHORIZED PERSONS FROM ENTERING THE AREA.
3. SAFETY AND SECURITY DEPARTMENT PERSONNEL WILL:
  - A. NOTIFY MANAGEMENT AND THE SHERIFF AND FIRE DEPARTMENTS.
  - B. IN CONJUNCTION WITH THE SHERIFF'S BOMB SQUAD, REMOVE AND DISPOSE OF THE BOMB OR DEVICE.

## CHECKLIST

### CALLER'S VOICE:

\_\_\_\_\_ CALM  
\_\_\_\_\_ ANGRY  
\_\_\_\_\_ EXCITED  
\_\_\_\_\_ SLOW  
\_\_\_\_\_ RAPID  
\_\_\_\_\_ SOFT  
\_\_\_\_\_ LOUD  
\_\_\_\_\_ LAUGHTER  
\_\_\_\_\_ CRYING  
\_\_\_\_\_ NORMAL  
\_\_\_\_\_ DISTINCT  
\_\_\_\_\_ SLURRED

\_\_\_\_\_ NASAL  
\_\_\_\_\_ STUTTER  
\_\_\_\_\_ LISP  
\_\_\_\_\_ RASPY  
\_\_\_\_\_ DEEP  
\_\_\_\_\_ RAGGED  
\_\_\_\_\_ CLEARING THROAT  
\_\_\_\_\_ DEEP BREATHING  
\_\_\_\_\_ CRACKED VOICE  
\_\_\_\_\_ DISGUISED  
\_\_\_\_\_ ACCENT  
\_\_\_\_\_ FAMILIAR

IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?

\_\_\_\_\_  
\_\_\_\_\_

### BACKGROUND SOUNDS:

\_\_\_\_\_ STREET NOISES  
\_\_\_\_\_ CROCKERY  
\_\_\_\_\_ VOICES  
\_\_\_\_\_ PA SYSTEM  
\_\_\_\_\_ MUSIC  
\_\_\_\_\_ HOUSE NOISES  
\_\_\_\_\_ OFFICE MACHINERY  
\_\_\_\_\_ MOTOR

\_\_\_\_\_ FACTORY MACHINERY  
\_\_\_\_\_ ANIMAL NOISES  
\_\_\_\_\_ CLEAR  
\_\_\_\_\_ STATIC  
\_\_\_\_\_ LOCAL  
\_\_\_\_\_ LONG DISTANCE  
\_\_\_\_\_ BOOTH  
OTHER \_\_\_\_\_

### THREAT LANGUAGE:

\_\_\_\_\_ WELL SPOKEN  
\_\_\_\_\_ (EDUCATED)  
\_\_\_\_\_ FOUL  
\_\_\_\_\_ IRRATIONAL

\_\_\_\_\_ INCOHERENT  
\_\_\_\_\_ TAPED  
\_\_\_\_\_ MESSAGE READ BY  
\_\_\_\_\_ THREAT MAKER

REMARKS: \_\_\_\_\_

REPORTED CALL IMMEDIATELY TO: \_\_\_\_\_

TIME CALL RECEIVED: \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_



## HAZARDOUS MATERIAL SPILLS

### A. REPORTING

IMPLEMENT NOTIFICATION PROCEDURES AS OUTLINED IN THE EMERGENCY NOTIFICATION LIST.

### B. SHOULD A HAZARDOUS MATERIAL SPILL OCCUR, TAKE THE FOLLOWING ACTIONS:

1. EVACUATE AND ISOLATE THE AREA IMMEDIATELY - GIVE WARNING TO ALL PERSONNEL IN THE AREA OF THE SPILL.
2. IF THE MATERIAL INVOLVES RELEASE OF TOXIC FUMES, EVACUATE ALL PERSONNEL IN AREAS DOWNWIND FROM THE SPILL. ALL PERSONNEL MUST EVACUATE THEIR AREA IN AN UPWIND DIRECTION.
3. NOTIFY YOUR SUPERVISOR IMMEDIATELY. IF REQUIRED, HE WILL DIRECT THE AREA BE BARRICADED AND WARN ALL PERSONNEL NOT TO ENTER THE AREA.
4. NOTIFY BASE 3, PRODUCTION CONTROL, OF A CODE 10-98 CHEMICAL SPILL, A CODE 10-99 EXPLOSIVE SPILL. BASE 3 WILL NOTIFY THE SAFETY DEPARTMENT.  
NOTE: SAFETY REPRESENTATIVES WILL RESPOND AND ISSUE A CODE 33 IF REQUIRED.  
USE RADIO CODE ONLY. DO NOT TRANSMIT THE TYPE OF SPILL IN THE CLEAR.
5. THE SAFETY STAFF WILL DETERMINE CONTAINMENT ACTION REQUIRED AND WITH ASSISTANCE FROM CHEMICAL LAB PERSONNEL, PLAN A PROCEDURE TO NEUTRALIZE AND CLEAN THE AREA OF THE HAZARDOUS SPILL.
6. ALL USE OF DESENSITIZING/NEUTRALIZING MATERIALS WILL BE DETERMINED BY FACILITIES CHEMICAL PERSONNEL. WHATEVER MATERIAL IS USED TO ABSORB, DESENSITIZE OR NEUTRALIZE THE SPILL MUST NOT CREATE AN INCREASED HAZARD.
7. ALL LIQUID MATERIAL SPILLED MUST BE CONTAINED AND THE AREA CLEANED IMMEDIATELY IF SAFE TO DO SO. THE QUANTITY AND TYPE OF LIQUID MATERIALS SPILLED MUST BE REPORTED TO THE HAZARDOUS WASTE ENGINEER, INCLUDING THE DISPOSAL ACTION TAKEN.
8. EXPLOSIVE SPILLS: ALL PRIMARY TYPE EXPLOSIVES MUST BE DESENSITIZED PRIOR TO CLEANING OR PICKING THE MATERIAL UP AND PLACING IT IN AN EXPLOSIVES WASTE CONTAINER.
9. MOST SECONDARY EXPLOSIVES MAY BE PICKED UP WITH A WET CLOTH, TISSUE OR SPONGE - AVOID THE USE OF SOLVENTS. PLACE THE MATERIAL IN AN EXPLOSIVES WASTE CONTAINER.
10. PERSONNEL SHOULD NOT ATTEMPT TO REMOVE EXPLOSIVE SPILLS UNLESS PROPERLY TRAINED. DON'T TOUCH SPILLED EXPLOSIVES MATERIAL UNTIL IT HAS BEEN DESENSITIZED.

## DISASTER FOLLOW UP

- A. EVEN WHILE THE EXPLOSION/FIRE/SPILL AND/OR DISASTER IS BEING COMBATTED, THE ORGANIZING OF INVESTIGATION AND PROPERTY RECLAMATION EFFORTS SHOULD BEGIN.

### 1. INVESTIGATION TEAM

AN INVESTIGATION TEAM WILL BE COMPOSED OF THE VICE PRESIDENT OF MANUFACTURING, VICE PRESIDENT OF OPERATIONS, VICE PRESIDENT - TECHNICAL DIRECTOR AND SAFETY STAFF. THEIR PURPOSE WILL BE:

- A. REPORT TO THE SCENE AND GIVE TECHNICAL ASSISTANCE TO THE FIRE FIGHTERS.
- B. SEAL THE INCIDENT AREA. NO PERSONNEL MUST ENTER THE INCIDENT AREA, TOUCH OR MOVE ANY PORTION OF THE DEBRIS OR REMAINING MATERIAL UNTIL THE INVESTIGATION TEAM HAS RELEASED THE INCIDENT SITE TO THE RECLAMATION TEAM.
- C. SURVEY THE SCENE AS SOON AS POSSIBLE TO ASCERTAIN POSSIBLE CAUSE.
- D. OBTAIN STATEMENTS FROM WITNESSES.
- E. ORDER THE REMOVAL OF CONTAMINATED MATERIAL AND ITS DISPOSITION.
- F. RELEASE AREA FOR WORK OR ORDER ITS SHUT DOWN.
- G. SUBMIT A WRITTEN REPORT TO THE COMPANY PRESIDENT.
- H. THE INVESTIGATION TEAM IS, THROUGH THE PRESIDENT OF THE COMPANY, AUTHORIZED TO ENLIST SUCH MEMBERS OF THE COMPANY AS THEY FEEL WARRANTED TO PROVIDE THEM WITH ASSISTANCE.

### 2. PROPERTY RECLAMATION TEAM

A PROPERTY RECLAMATION TEAM WILL BE COMPOSED OF THE VICE PRESIDENT OF OPERATIONS, DIRECTOR OF QUALITY ASSURANCE, DIRECTOR OF MANUFACTURING ENGINEERING. THEIR PURPOSE WILL BE:

- A. TO IMMEDIATELY SURVEY THE SCENE AFTER RECEIVING PERMISSION FROM THE INVESTIGATION TEAM TO ASSESS THE EXTENT OF DAMAGE AND TO DETERMINE THE LOSSES AND EXTENT OF SALVAGABLE MATERIAL.
- B. TO DIRECT THE INITIAL RECLAMATION OF PROPERTY.

## CIVIL DISTURBANCE

### A. DEFINITIONS

1. MOB - A COLLECTION OF UNRULY INDIVIDUALS.
2. RIOT - SIX OR MORE INDIVIDUALS WHO ARE ENGAGED, AGAINST EACH OTHER OR AGAINST COMPANY REPRESENTATIVES OR PROPERTY, IN THREATENING OR VIOLENT ACTION.
3. STRIKE - EMPLOYEES ACTIVELY ATTEMPTING, THROUGH PROTEST, TO ACHIEVE THEIR GOALS.

### B. MOB AND RIOT CONTROL

1. MOB AND RIOT CONTROL IS THE TOTAL RESPONSIBILITY OF THE SECURITY AND SAFETY DEPARTMENT PERSONNEL ACTING IN CONSORT WITH COMPANY ADMINISTRATION.
2. ALL SECURITY AND SAFETY PERSONNEL WILL RESPOND IMMEDIATELY TO THE SCENE.
3. THE DIRECTOR, SECURITY HEALTH AND SAFETY DEPARTMENT WILL TAKE CHARGE OF OPERATIONS AT THE SCENE AND:
  - A. APPRAISE THE PRESIDENT AND THE VICE PRESIDENT OF HUMAN RESOURCES.
  - B. IF A RIOT IS IN PROCESS, THE SHERIFF'S DEPARTMENT WILL BE CALLED FOR BACKUP AND THE SAFETY AND SECURITY DEPARTMENT WILL MOVE IMMEDIATELY TO QUIET THE DISTURBANCE.
  - C. RESISTANCE AGAINST FORCE WILL BE RESORTED TO BY MEMBERS OF THE SAFETY AND SECURITY DEPARTMENT ONLY IN SELF-DEFENSE.
  - D. IF THERE IS NO VIOLENCE IN PROCESS, THE DIRECTOR WILL CONSULT THE COMPANY PRESIDENT FOR DIRECTIONS AND PROCEED TO:
    1. FIND OUT THE PURPOSE OF THE DISTURBANCE.
    2. ESTABLISH A LEADER TO NEGOTIATE WITH.
    3. DETERMINE THE DEMANDS.
    4. READ THE MANAGEMENT WARNING TO THE CROWD.
  - E. NOTE: ALWAYS ATTEMPT TO NEGOTIATE TO BUY TIME AS WELL AS TO HOPEFULLY HEAD OFF ANY POTENTIALLY VIOLENT OR EMBARRASSING DISTURBANCE.

C. STRIKE

1. WHEN STRIKERS ARE ADJACENT TO COMPANY PROPERTY, THE DIRECTOR OF SECURITY, HEALTH AND SAFETY, IN CONJUNCTION WITH THE POLICY ESTABLISHED BY THE VICE PRESIDENT OF HUMAN RESOURCES AND THE COMPANY PRESIDENT, WILL ATTEMPT TO PREVENT VIOLENCE AND DEFEND THE COMPANY IMAGE.
2. IF THE STRIKE IS WILDCAT, THE SAME PROCEDURES WILL APPLY AS FOR RIOT AND MOB CONTROL.
3. AT NO TIME DURING A STRIKE, RIOT OR MOB ACTION, IS ANYONE TO BE PERMITTED ONTO THE PREMISES WITHOUT THE EXPRESS PERMISSION OF THE PRESIDENT OR VICE PRESIDENT OF HUMAN RESOURCES.

## MOB, RIOT AND STRIKE CONTROL

### SAMPLE MANAGEMENT WARNINGS TO DEMONSTRATORS FOR CROWD CONTROL

#### 1. FIRST WARNING

"I AM \_\_\_\_\_ AND I REPRESENT MANAGEMENT OF THE BERMITE DIVISION OF WHITTAKER CORPORATION. YOU ARE TRESPASSING ON PRIVATE PROPERTY AND INTERFERING WITH THE NORMAL COURSE OF BUSINESS. I REQUEST THAT YOU LEAVE THE PREMISES IMMEDIATELY. IF YOU DO NOT, YOU WILL BE ARRESTED UNDER SECTION 602 (J) OF THE PENAL CODE WHICH PROVIDES THAT:

'EVERY PERSON WHO ENTERS LANDS, WHETHER UNENCLOSED OR ENCLOSED BY FENCE, FOR THE PURPOSE OF INJURING ANY PROPERTY OR PROPERTY RIGHTS, OR WITH THE INTENTION OF INTERFERING WITH, OBSTRUCTING, OR INJURING ANY LAWFUL BUSINESS OR OCCUPATION CARRIED ON BY THE OWNER OF SUCH LAND, HIS AGENT, OR THE PERSON IN LAWFUL POSSESSION, IS GUILTY OF A MISDEAMEANOR.'

#### 2. SECOND WARNING

"I AM \_\_\_\_\_ AND I REPRESENT THE MANAGEMENT OF THE BERMITE DIVISION OF WHITTAKER CORPORATION. I WARNED YOU THAT IF YOU REMAIN ON THESE PREMISES, YOU ARE IN VIOLATION OF SECTION 602 (J) OF THE PENAL CODE. I NOW WARN YOU THAT YOUR CONTINUED PRESENCE CONSTITUTES A VIOLATION OF SECTION 409 OF THE PENAL CODE WHICH PROVIDES THAT:

'EVERY PERSON REMAINING PRESENT AT THE PLACE OF ANY RIOT, ROUT, OR UNLAWFUL ASSEMBLY, AFTER THE SAME HAS BEEN LAWFULLY WARNED TO DISPERSE, EXCEPT PUBLIC OFFICERS AND PERSONS ASSISTING THEM IN ATTEMPTING TO DISPERSE THE SAME, IS GUILTY OF A MISDEMEANOR.'

IF YOU DO NOT NOW DISPERSE, I SHALL REQUEST PUBLIC OFFICERS TO ARREST YOU. NO FURTHER WARNINGS WILL BE GIVEN.

## EARTHQUAKE PROCEDURES

### A. GENERAL GUIDELINES

1. AT THE ONSET OF AN EARTHQUAKE, MANAGERS AND SUPERVISORS SHOULD ATTEMPT TO DISPEL PANIC. EVERY EFFORT SHOULD BE MADE TO ENCOURAGE EMPLOYEES TO REMAIN CALM AND 'RIDE' THE EARTHQUAKE OUT.
2. EMPLOYEES WHO ARE INDOORS SHOULD BE TOLD TO REMAIN INDOORS. SUPERVISORS SHOULD DIRECT EMPLOYEES TO TAKE COVER UNDER DESKS, BENCHES, TABLES OR IN DOORWAYS, HALLS AND AGAINST INSIDE WALLS IN THE CENTER OF THE BUILDING. ALL EMPLOYEES SHOULD STAY AWAY FROM GLASS AND DOORS.
3. IF WATER PIPES ARE DAMAGED OR ELECTRICAL WIRES ARE SHORTING, THEY SHOULD BE TURNED OFF AT THE PRIMARY CONTROL POINT. IF GAS LEAKAGE IS DETECTED, THE MAIN VALVE SHOULD BE SHUT OFF, WINDOWS AND DOORS OPENED AND THE BUILDING EVACUATED.
4. AFTER THE TREMOR IS OVER, THE HIGHEST RANKING DEPARTMENTAL OFFICER ON DUTY WILL DECIDE IF THE BUILDING NEEDS TO BE EVACUATED.
5. EMPLOYEES WORKING OUT-OF-DOORS DURING AN EARTHQUAKE SHOULD BE PRE-INSTRUCTED TO MOVE AWAY FROM BUILDINGS AND UTILITY WIRES. (THE GREATEST DANGER DURING AN EARTHQUAKE IS FROM FALLING DEBRIS JUST OUTSIDE DOORWAYS AND CLOSE TO OUTER WALLS.) EMPLOYEES SHOULD BE STOPPED FROM RUNNING THROUGH OR NEAR BUILDINGS.
6. IF INSIDE A MOVING VEHICLE, STOP AS QUICKLY AND SAFELY AS POSSIBLE,, BUT DO NOT LEAVE THE CAR. YOU WILL BE SAFER INSIDE YOUR CAR UNTIL AFTER THE TREMOR IS OVER.
7. AFTER THE TREMOR, EMPLOYEES SHOULD NOT TURN ON ANY UTILITIES UNTIL THEY HAVE BEEN CHECKED BECAUSE THE MOVEMENT OF EARTH MAY HAVE CRACKED WATER, GAS AND ELECTRICAL LINES.
8. IF CONDITIONS PERMIT, TURN ON RADIO TO GET THE LATEST EMERGENCY BULLETINS. STAY OFF THE PHONE EXCEPT TO REPORT AN EMERGENCY AND DO NOT LEAVE THE BUILDING UNLESS OTHERWISE INSTRUCTED. BUILDING SUPERVISORS SHOULD ACCOUNT FOR ASSIGNED PERSONNEL AND DETERMINE THE NUMBER AND EXTENT OF THE INJURED AND REQUEST MEDICAL ASSISTANCE. MANAGERS AND SUPERVISORS ARE DIRECTED TO TAKE CONTROL OF THE EMPLOYEES IN THEIR BUILDINGS AND MAKE CERTAIN THAT THEY DO NOT LEAVE THE BUILDING UNTIL THE DANGER HAS PASSED, OR CONDITIONS INDICATE THAT THEY CAN DO SO SAFELY.

B. SAFETY AND SECURITY DEPARTMENT

1. THE IMMEDIATE RESPONSIBILITY OF THE SAFETY PERSONNEL WILL BE TO:
  - A. DETERMINE THE EXISTENCE OF CASUALTIES AND DETERMINE COURSE OF ACTION.
  - B. DETERMINE THE EXISTENCE OF ANY UNSAFE CONDITION AND ASSIGN PRIORITIES TO THEM FOR CORRECTION, I.E., POWER LINES DOWN, BUILDINGS AND/OR MAGAZINES CONTAINING EXPLOSIVES IN STATES OF DISARRAY.
  - C. TAKE CONTROL OF COORDINATING RESCUE, REPAIR AND FIRE FIGHTING OPERATIONS.
2. ONE MEMBER OF THE STAFF WILL BE DISPATCHED TO SURVEY THE FACILITY FOR DAMAGE.
3. UNDER THE DIRECTION OF THE DIRECTOR, SECURITY, HEALTH AND SAFETY, THE REMAINING STAFF WILL PREPARE TO RESPOND TO THE SITE OF THE FIRE, EXPLOSION OR INJURY.
4. A CODE #33 WILL BE ISSUED AND BASE #3 RADIO WILL BECOME THE COMMUNICATIONS CENTER FOR ALL RADIO TRANSMISSIONS. TRANSMISSIONS WILL BE RESTRICTED TO COMMUNICATIONS BY OR IN RESPONSE TO THOSE OF THE SAFETY AND SECURITY DEPARTMENT. IF BASE #3 IS NON-OPERATIONAL, BASE #1 WILL BE THE COMMUNICATIONS CENTER.
5. WHEN A FIRE/EXPLOSION IS REPORTED, THE SAME PROCEDURE AS OUTLINED IN SECTION 1, EXPLOSION AND/OR FIRE PROCEDURES DURING OPERATING HOURS WILL APPLY.
6. SHOULD BASE RADIOS BE OUT OF COMMISSION, SEND REPORTS OF INJURED AND DAMAGE BY RUNNERS - FOOT OR VEHICLE TRAFFIC.

## PLANT FIRE TRUCK EQUIPMENT

1. ONE AX - FOR ENTRY IN BURNING AREAS.
2. ONE BRUSH MADDOX - USED IN FIRE SUPPRESSION.
3. 350 FT. FIRE HOSE - FIRE FIGHTING.
4. 3 CHEMICAL FIRE EXTINGUISHERS - EXTINGUISHING FIRES.
5. 1 AIR PACK - SCOTT AIR PACK FOR ENTRY AND EXIT OF BURNING BUILDING.
6. 4 HARD HATS - HEAD PROTECTION
7. 2 SHOVELS - USED FOR FIRE FIGHTING.
8. 1 CB RADIO - COMMUNICATIONS

NOTE: EQUIPMENT TO BE CHECKED WEEKLY BY THE SUPERVISOR IN BUILDING #99 OR HIS REPRESENTATIVE.



## EMERGENCY EQUIPMENT/DESIGNATED SAFETY VEHICLES

- \_\_\_\_\_ AIR PACK - FIFTEEN MINUTE EMERGENCY AIR TO EXTRICATE PEOPLE FROM BUILDINGS.
- \_\_\_\_\_ CROW BAR - TO PRY MATERIAL TOO HOT TO HANDLE.
- \_\_\_\_\_ LOUD SPEAKER - FOR HAILING PURPOSES AND CROWD CONTROL.
- \_\_\_\_\_ 2 WAY RADIO - FOR COMMUNICATIONS TO BASE STATIONS AND OTHER MOBILS.
- \_\_\_\_\_ FIRST AID KIT - FOR MINOR CUTS AND BURNS.
- \_\_\_\_\_ FLASHLIGHT - EXPLOSION PROOF FOR EXPLOSIVE ACCESS.
- \_\_\_\_\_ FLARES - FIFTEEN MINUTE ROAD FLARES.
- \_\_\_\_\_ RUBBER GLOVES - ACID PROOF RUBBER GLOVES.
- \_\_\_\_\_ WORK GLOVES + FLAME RESISTANT GLOVES - FLAME RESISTANT GLOVES FOR HANDLING HOT MATERIAL.
- \_\_\_\_\_ CAMERA (MOBILS 2 & 3) POLAROID CAMERAS FOR IMMEDIATE PICTURES.
- \_\_\_\_\_ CARTON CONTAINERS FOR SAMPLES - FOR PACKAGING SAMPLES.
- \_\_\_\_\_ SNAKE SHOT (PISTOLS) (MOBILS 2 & 3) VERMIN CONTROL (SNAKES, ETC.)
- \_\_\_\_\_ NOTE PAD

NOTE: EACH DRIVER IS EXPECTED TO CHECK HIS EQUIPMENT OUT ONCE EACH WEEK.

APPENDIX A

EMERGENCY PLAN  
NIGHT SHIFT

## EMERGENCY PLAN

### NIGHT SHIFT

IN THE EVENT OF A FIRE, EXPLOSION OR SERIOUS INJURY DURING NIGHT SHIFT OPERATIONS, TAKE THE FOLLOWING IMMEDIATE ACTION:

DIAL 333 - GIVE THE FOLLOWING INFORMATION

- 1) TYPE OF EMERGENCY
- 2) LOCATION
  - A. BUILDING NUMBER AND NAME OF BUILDING  
EXAMPLE: BUILDING 338, FLARE PRESS
- 3) ADVISE IF MEDICAL ASSISTANCE IS REQUIRED
- 4) DO NOT HANG UP - PROVIDE AS MUCH INFORMATION AS POSSIBLE - VERIFY MESSAGE HAS BEEN RECEIVED.

### RESPONSIBILITIES:

#### A. SUPERVISORY PERSONNEL

IN THE ABSENCE OF SAFETY PERSONNEL, THE SENIOR SUPERVISOR WILL ASSUME OPERATIONAL CONTROL AT THE INCIDENT SITE UNTIL RELIEVED BY A SAFETY REPRESENTATIVE OR A SENIOR MEMBER OF MANAGEMENT.

- 1) CONTACT BASE RADIO #1. VERIFY THAT THE SECURITY OFFICER HAS IMPLEMENTED THE PROVISIONS OF THE EMERGENCY PLAN AND RECALL.
- 2) IMMEDIATELY INSURE ALL ASSIGNED PERSONNEL ARE ACCOUNTED FOR. INFORM THE SAFETY REPRESENTATIVE OF ALL PERSONS IN THE INCIDENT AREA THAT HAVE NOT BEEN ACCOUNTED FOR. DO NOT ALLOW YOUR PERSONNEL TO MOVE INTO THE INCIDENT AREA.
- 3) RENDER OR DIRECT FIRST AID, IF REQUIRED.
- 4) ASSIST SAFETY AS REQUIRED.
- 5) SEND ONE EMPLOYEE TO THE MAIN GATE TO ESCORT EMERGENCY EQUIPMENT TO THE INCIDENT SITE.

#### B. EMPLOYEES

- 1) EVACUATE DANGER AREA IMMEDIATELY - BY THE MOST DIRECT AND SAFE ROUTE TO THE BREAK BUILDING AND REPORT IN TO YOUR SUPERVISOR/FOREMAN.

IT IS IMPORTANT TO REPORT AND BE ACCOUNTED FOR TO PREVENT UNNECESSARY SEARCH FOR MISSING PERSONNEL.

- 2) DO NOT RESPOND TO THE INCIDENT SCENE - NONESSENTIAL PERSONNEL IN THE AREA WILL HAMPER RESCUE AND FIRE FIGHTING EFFORTS.
- 3) FOLLOW DIRECTION/INSTRUCTIONS OF SAFETY, SUPERVISORS OR FOREMEN.

C. SAFETY PERSONNEL

- 1) WILL RESPOND IMMEDIATELY TO THE INCIDENT SITE AND ASSUME OPERATIONAL CONTROL. UPON EVALUATION OF THE SITUATION, OR BASED ON APPRAISAL OF THE FACTS - WILL NOTIFY BASE RADIO #1 TO CALL FOR OUTSIDE ASSISTANCE AND DIRECT THE EMERGENCY PLAN AND NOTIFICATION BE PLACED IN EFFECT.
- 2) DIRECT EMERGENCY RESPONSE TEAM IN RESCUE, FIREFIGHTING OR FIRST AID EFFORTS.
- 3) DIRECT THE HELICOPTER PAD LIGHTING BE ACTIVATED IF REQUIRED.
- 4) BERMITE PERSONNEL ARE DIRECTED TO COMPLY WITH INSTRUCTIONS BY SAFETY PERSONNEL UNTIL THE EMERGENCY HAS BEEN CANCELLED. THE SAFETY STAFF MAY DIRECT PERSONNEL TO ASSIST IN NON-HAZARDOUS CONTROL ACTIVITIES. REFUSAL TO ABIDE BY DIRECTION FROM THE SAFETY STAFF WILL BE CAUSE FOR TERMINATION.

D. EMERGENCY RESPONSE TEAM

- 1) UPON NOTIFICATION OF A CODE 33 - ASSEMBLE AND MAN THE FIRE TRUCK.
- 2) RESPOND IMMEDIATELY TO THE INCIDENT SITE. TAKE ACTION AS DIRECTED BY SAFETY. PREVENT THE SPREAD OF FIRE AND ASSIST IN RESCUE OPERATIONS.

E. MAIN GATE SECURITY

- 1) THE MAIN GATE, BASE RADIO #1 WILL BECOME THE MAIN COMMUNICATIONS AND CONTROL CENTER DURING ALL NIGHT TIME CODE 33 SITUATIONS.
- 2) THE SECURITY OFFICERS ASSIGNED WILL TAKE THE FOLLOWING ACTION WHEN DIRECTED TO PLACE THE EMERGENCY PLAN INTO EFFECT:
  - A) CALL THE FIRE DEPARTMENT AND PARAMEDICS IF REQUIRED.  

FIRE DEPARTMENT	259-2111
SHERIFF DEPARTMENT	255-1121
  - B) CONTACT THE ROVING PATROL TO REPORT TO THE INCIDENT SCENE AND ASSIST SAFETY PERSONNEL AS NEEDED.
  - C) CALL ALL PERSONNEL FOR RECALL, PER THE EMERGENCY NOTIFICATION LIST. (ITEM III. AFTER NORMAL WORKING HOURS)
  - D) CLEAR THE ENTRANCE AND DRIVEWAYS OF ALL FOOT AND VEHICLE TRAFFIC.

- E) DIRECT EMERGENCY RESPONSE VEHICLE TO THE INCIDENT.
  - F) PROHIBIT ENTRY TO THE PLANT OF ALL UNAUTHORIZED PERSONS OR TRAFFIC.
  - G) RELEASE NO INFORMATION TO THE NEWS MEDIA OR OTHER AGENCIES - ADVISE THEM TO CONTACT THE PRESIDENT'S DESIGNATED REPRESENTATIVE.
  - H) MONITOR RADIO AND COMPLETE ACTIONS AS REQUIRED AND DIRECTED BY THE SAFETY STAFF.
- 3) ROVING PATROL SECURITY OFFICERS:
- A) REPORT TO THE INCIDENT SITE.
  - B) CONTROL TRAFFIC AND PERSONNEL.
  - C) MAINTAIN CLEAR TRAFFIC LANES FOR MOVEMENT OF EMERGENCY VEHICLES INTO THE INCIDENT SITE.
  - D) TAKE DIRECTION AND INSTRUCTION AS REQUIRED FROM SAFETY PERSONNEL.

SPECIAL NOTE: ALL COMPANY OR AUTHORIZED PRIVATE VEHICLES MUST BE PARKED IN AREA BEHIND BUILDING 334. ALL ROADWAYS AND ACCESS ROADS TO ALL BUILDINGS IN THE M206 PRODUCTION AREA MUST BE KEPT CLEAR OF ALL VEHICLES.

DO NOT PARK VEHICLES ON ROADWAYS OR AREAS ADJACENT TO THE FOLLOWING BUILDINGS: 335, 336, 338, 373, 374 AND 375.

VEHICLES MAKING PICKUPS AND DELIVERY OF MATERIALS ARE AUTHORIZED IN THE M206 COMPLEX FOR THAT PURPOSE. THE VEHICLES ARE NOT TO BE PARKED IN THE AREA LONGER THAN NECESSARY.

EMERGENCY INCIDENTS OTHER THAN FIRE/EXPLOSION REFER TO THE BASIC DOCUMENT I.E.:

EMERGENCY DISASTER PLAN  
FOR  
BERMITE DIVISION  
WHITTAKER CORPORATION